

# Certificate of Supervisory Essentials (CSE)

## Frequently Asked Questions

1. Q. I have completed the Certificate of Management Fundamentals (CMF) Program. Is this the same?  
  
A. *No, this is a new program offered by ODET and isn't affiliated with the CMF.*
2. Q. Do I need to let my agency training liaison know that I'm applying for this program?  
  
A. *You should ALWAYS contact your agency's training liaison before beginning any training program. Your agency may have their own guidelines to apply for the program.*
3. Q. What do I have to do to get into the program?  
  
A. *To get into the program, you'll need to fill out the application and have it signed by your supervisor. That's it! Please be advised, however, that your agency may have more criteria for selection. You should check with your HR department before applying.*
4. Q. What if I transfer to a different position while I'm working on the CSE?  
  
A. *If you transfer positions within state government, you should likely be able to continue the program. However, be advised that some agencies place more strict guidelines on training opportunities than others. If finishing the program is important to you, be sure to ask your new supervisor about it prior to accepting the new position.*
6. Q. Who should I contact if I have issues with an online course?  
  
A. *You can contact ODET at 502-564-8170.*
7. Q. The classes that I need to finish the program are filled. What should I do?  
  
A. *If the classes are filled, the best thing to do is have your training liaison place you on the waiting list for the classes that you need. Waiting lists show ODET if we need to add more classes to our calendar. When the waiting list is substantial, we will offer another class.*
8. Q. Will I receive a raise for completing the CSE?  
  
A. *No. The CSE has no direct monetary benefit.*
9. Q. Will completing the CSE make me a better candidate for promotion?  
  
A. *We think so. The CSE focuses on the information that you need in order to be a successful manager within the Executive Branch of state government, so that knowledge will prepare you for higher-level, supervisory positions.*
10. Q. What should I do to prepare for the CSE assessment?  
  
A. *First of all, don't wait until it's time for the test to start preparing. Obtaining the CSE involves quite a bit of independent study through online courses. In order to prepare for the CSE*

*assessment, you'll need to use your study guide (emailed to you upon acceptance into the program) as you progress through the classes.*

11. Q. I have already completed some of the courses in the CSE. Will I get credit for those?
  - A. *If you are applying for admission in Summer or Winter 2014, then you will get credit for anything that you've taken in the past 2 years. Beginning in Summer 2015, you will only receive credit for courses taken within the past year.*
12. Q. What if I fail the assessment?
  - A. *You will have up to 3 opportunities to pass the assessment.*
13. Q. What happens if I don't complete the courses and/or pass the assessment in the designated timeframe?
  - A. *If you don't finish the requirements within the timeframe, then you will be removed from the program. You will have to apply for re-admission during the next application window.*
14. Q. Will I get college credit for completing the CSE?
  - A. *No, the CSE courses will not count toward college credit.*
15. Q. Is this program tied to the Certified Public Manager (CPM) Program?
  - A. *No, this program is not affiliated with the CPM.*
16. Q. I've taken a class on the same topic that was offered by my agency. Will it substitute for your class?
  - A. *It depends. If your agency offers a course in Performance Management that has been approved by the Personnel Cabinet's Division of Human Resources Administration, then that course is considered an equivalent for "Managing Employee Performance." "Performance Matters," offered by the Personnel Cabinet, is also an equivalent. All other courses that are similar in content and offered by agencies will be reviewed by ODET upon request by the agency's training liaison. Upon approval, those courses will be considered equivalents.*
17. Q. Does this cost anything?
  - A. *All agencies pay an assessed fee in order to use our services, and this program is covered within that fee. Your agency will be responsible for travel costs, and if they decline to do that, then it will be your responsibility. Be sure to ask your agency about their policy on travel for training prior to applying if this is a concern for you.*
18. Q. I am interested in applying, but the deadline has passed. Can I still submit my application?
  - A. *No, we will not accept applications outside of the designated application window (June 1-30 and December 1-31). You'll need to wait until the next application window to apply for the CSE.*

19. Q. How much time can I expect to devote to completing this program?

A. *You can expect to spend 3-4 days out of the office for classes. Most classes can be completed online, but there are 4 (Hiring and Selection, Embracing Diversity, Employee Discipline and Documentation, and Anti-Harassment) that must be taken in the classroom. There are 2 classes (Overview of the Merit System and Managing Employee Performance) that can be taken either online or instructor-led(they are both half day classes). The assessments will be taken in Frankfort, where all of the instructor-led classes are held, at our facility on Kentucky State University's campus. It will last about 2 hours.*

*The amount of time devoted to online classes will vary based on the individual. But you can expect to spend about 3 work days total on all of the online portion.*

20. Q. I don't work in Frankfort. Do you ever offer classes anywhere else?

A. *We do occasionally travel to other locations within Kentucky (typically state parks) to offer classes. As we receive applications for the program, we look at the workstation locations for those employees who have signed up and do our best to accommodate them should several sign up from locations that aren't convenient to Frankfort.*

21. Q. I can't find Career Development on the Training Calendar. How do I take it?

A. *Beginning in July 2015, our Career Development course is offered in conjunction with an orientation which must be taken within the first month of being accepted into the program. Once you're accepted, you'll receive notification of the options available for this session. You'll need to sign up early to ensure you get the option most conducive to your schedule.*

22. Q. There's an Anti-harassment course available online, but I notice in the policy it says it's only available in the classroom. Can I take the online version?

A. *No. If you want credit for Anti-harassment for the CSE program, you must take the classroom version.*

23. Q. I am not a merit employee (contractor, quasi-agency, non-merit). Can I apply?

A. *At this time, you must have a KHRIS employee ID in order to participate.*